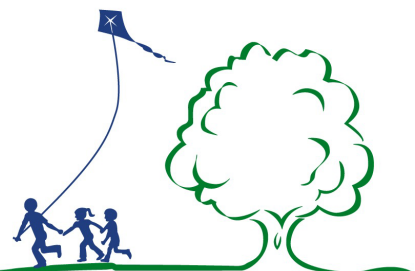


**WARLEY WOODS COMMUNITY TRUST LIMITED**  
(A company limited by guarantee)

**TRUSTEES' REPORT AND FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2022**

Warley Woods Community Trust



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**WARLEY WOODS COMMUNITY TRUST LIMITED**  
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**WARLEY WOODS COMMUNITY TRUST LIMITED**  
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**REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND ADVISERS  
FOR THE YEAR ENDED 31 MARCH 2022**

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<b>Trustees</b>	Steven Eling, Chair Katherine Slade Alan Reynolds Stephen Cemm (resigned 16 October 2021) Elizabeth Coleman Arthur Ward Barbara Platts Christopher Ashford David Read Andrew Williams (resigned 16 October 2021) David Coffin (resigned 16 October 2021) Patricia Marsh Michael Talbot Lisa Burrows John Newman Lynda Wagstaff (appointed 16 October 2021)
<b>Company registered number</b>	04214547
<b>Charity registered number</b>	1092754
<b>Registered office</b>	The Pavilion Lightwoods Hill Smethwick West Midlands B67 5ED
<b>Company secretary</b>	Michael Talbot
<b>Accountants</b>	MHA MacIntyre Hudson Chartered Accountants Rutland House 148 Edmund Street Birmingham B3 2FD
<b>Bankers</b>	Unity Trust Bank Birmingham B1 2HB

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**WARLEY WOODS COMMUNITY TRUST LIMITED**  
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**CHAIR'S STATEMENT**  
**FOR THE YEAR ENDED 31 MARCH 2022**

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The chair presents his statement for the year.

The year 2021/22 has been a transition year from the impacts of the Covid pandemic with closures of our facilities and cancellation of events, to getting back to something like normal. The year has also seen great ongoing support from the Trust's members and other park users. The Trust's membership remains strong at nearly 1,500 members. Golf has continued to be popular following the increase in people playing since the Covid lockdowns were lifted. The popularity of Warley Woods has remained high with the ongoing award of Green Flag status and once again being voted as one of the top ten parks in the country.

Our financial position has remained healthy through a number of income streams. We are grateful for the ongoing generosity of the many people who make donations to Warley Woods, many of whom make regular monthly donations by direct debit, and all the people who give through our donation posts or boxes in local shops. Grant support from the local authority and many other businesses and charitable trusts also enable us to maintain and develop Warley Woods for the benefit of all. To complete the picture, our other income through golf and shop sales has held up well.

It has been good to see so much activity getting back to normal. This includes the part of the Wild Warley project in The Wilderness which was been seriously affected by lockdown. Whilst the project had not fully concluded at the end of the year, and the grant extended by Heritage Lottery there are still issues to be resolved and more activities to come.

We were able to start up events during the course of the year, although it wasn't possible to hold our main event, Picnic In The Park. It was good to see so many people turning out to the events and for us to be able to plan a full programme for 2022.

We have kept up our investments in the park, especially with our tree nursery. This investment will improve our ability to grow our own tree stock for planting out on site, ensuring that we can replace lost trees each year and improve what we have.

The Board has continued to meet monthly, supported by the work of the subgroups. These cover Site, Communities, Communications and Resources. We also have subgroups working on Environment and The Picnic. A seventh subgroup is working on the longer-term project of a new building to replace The Pavilion. The Board held its annual planning day in February as usual. This is when we give detailed consideration to our management plan and work through the budget for the coming year. All of our meetings, including the AGM, have been held by Zoom during the pandemic. We have since moved back to normal meetings at The Pavilion.

Finally, I would like to thank everyone who helps to make Warley Woods such a great place. The commitment of so many people to give their time in many different ways is fantastic. All Board and subgroup members are volunteers along with around 300 volunteers that work physically on site, help in the office, organise events, and many other tasks. Our staff do an incredible job too managing and maintaining the park as well as working in the shop. Warley Woods continues to be a community run park that is an example to all.

Chair  
Date:

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**WARLEY WOODS COMMUNITY TRUST LIMITED**  
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**TRUSTEES' REPORT**  
**FOR THE YEAR ENDED 31 MARCH 2022**

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The Trustees present their annual report together with the financial statements of the charity for the year 1 April 2021 to 31 March 2022. The Annual report serves the purposes of both a Trustees' report and a directors' report under company law. The Trustees confirm that the Annual report and financial statements of the charitable company comply with the current statutory requirements, the requirements of the charitable company's governing document and the provisions of the Statement of Recommended Practice (SORP) applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102).

Since the company qualifies as small under section 383, the strategic report required of medium and large companies under The Companies Act 2006 (Strategic Report and Director's Report) Regulations 2013 is not required.

**Objectives and activities**

● **Policies and objectives**

The charitable objectives of the Trust are as follows:

To promote the conservation, protection and improvement of the physical, natural and historic environment of the area known as Warley Woods.

**Vision**

The vision of Warley Woods Community Trust Limited is:-

To ensure the long-term restoration and sustainability of Warley Woods Park and to develop its facilities and events as a central focus for the local community, thus encouraging greater numbers and diversity of people to enjoy this unique environment.

The Trustees have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing our aims and objectives and in planning our future activities. The rest of this report demonstrates the many works delivered by Warley Woods Community Trust for the public benefit. Warley Woods is free to enter, open to all, 24 hours a day, every day of the year.

In setting objectives and planning for activities, the Trustees have given due consideration to general guidance published by the Charity Commission relating to public benefit, including the guidance 'Public benefit: running a charity (PB2)'.

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**WARLEY WOODS COMMUNITY TRUST LIMITED**  
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**TRUSTEES' REPORT (CONTINUED)**  
**FOR THE YEAR ENDED 31 MARCH 2022**

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**Achievements and performance**

● **Review of activities**

It has been another busy year at Warley Woods Community Trust. Many of the Trust's activities fall under the responsibility of one of the subgroups, whose reports follow, but there are some things which are solely undertaken by the Trust's staff teams and these first reports share some aspects of this work last year.

**Report from the Trust Manager**

After a year of turmoil in 2020, 2021 was much more a holding of breath year – waiting for potential lockdowns which in the end never came. It was not a year of innovation or change, but a strong year of doing what needed to be done and could be done and hoping for the best, but being aware of the impact of the worst. In 2020 our staff had been largely Covid free, but in 2021 we had a series of absences with everyone thankfully returning in full health.

The office takes care of a lot of the communications and marketing of the Trust. This includes updating and creating material for our website. We lead the charge on promoting the UK's Favourite Park and sending out the news emails. We look after the official facebook groups and page. We organised the repeat of the observational visitor survey and assisted with the creation of the Golf Centenary Leaflet.

We manage the fundraising and membership administration, which thanks to the public's generosity is very time-consuming. We were particularly grateful to our two local NISAs who made donations and to our local Co-ops who adopted us for 12 months. We submit funding applications and run appeals for support and we write reports to funders on the work that has been done with their grants.

A lot of the detail of our events is co-ordinated by our Administrator Kathy and she, along with the shop staff, deal with event bookings. This included an online history talk and our AGM which were held on zoom. Our in person events were all over subscribed and some sold out in record time which caused many flurries of activity to cope with turning those bookings around. While volunteers managed the arts project this year, staff were also involved on the periphery of this, with comms, site and health and safety expertise.

We organise the Volunteer Thank You night each year, which was held at Lightwoods House in 2021 to give us more space and a big thank you to Jonathan's who donated the lovely food. That night we gave away the first ever John McBride Awards, in memory of our former Trustee and Golf Club President.

We made and maintained new partnerships, by following up offers of help from community groups and organisations and individuals who want to use the park for their own events, activities or businesses – organisations like Wild Lives Forest School who bring a new offering to visitors to the Woods. This was an incredibly large part of our work load in 2021-22 as so many people wanted to offer activities outdoors who previously would have booked a room somewhere! We deal with the admin and co-ordination of all the visiting corporate groups.

We support the site staff by dealing with some issues to keep them free to focus on the practical side of things whenever possible. We look after things such as dealing with the paperwork for break ins, car insurance claims when they hit our fence, dealing with the autogate, tree inspections, health and safety and waste management issues. One of the loveliest aspects is being a cog in the wheel of the celebratory tree adoptions. It only happens once a year, but is very special for everyone involved.

While there were no office staff projects this year, it was fun to be part of the board game project, A Walk in the Woods, enabling it to come to life through ideas and finding funding partners. Wild Warley has been ongoing throughout the year with both Kathy and myself supporting Doug Barber in his delivery of the lottery funded work.

As the year came to an end, we could see the way things were going to begin to look as the world returned to "normal" but a changed normal – with more people wanting to be outside and offer outdoor activities and more

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**WARLEY WOODS COMMUNITY TRUST LIMITED**  
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**TRUSTEES' REPORT (CONTINUED)**  
**FOR THE YEAR ENDED 31 MARCH 2022**

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**Achievements and performance (continued)**

people aware of the Woods and appreciative of how special this way of managing a site makes it. It's a pleasure to be the Trust's public face in dealing with that support and kindness.

Viv Cole, Trust Manager

**Golf Reports**

The golf course is not managed separately to the rest of the site and is mentioned throughout the rest of the report, but with the golf course being a significant part of our operation we feel it should have a special focus in our annual report. We have asked the Golf Course and Park Manager and Retail and Golf Development Manager to share some of their last year with you. Like all staff, they work on both park and golf aspects of our work, but in this section they will just cover golf related work in 21-22.

**The Golf Course**

There are three site staff at Warley Woods, working on both golf course and park; me, Daryl Jones and Andy Hewitt who joined us in November 2021. Between us we have 33 years of green keeping experience.

The greens are the most important aspect of the golf course and during the winter of 2021-22 we installed 60 meters of drain to the 4th green which has always drained badly. We hope this will keep it in play for more of the year, even in wet weather. Sadly over the winter we experienced vandalism to 7 out of the 9 greens with the 4th and 5th greens being worst affected. We took steps involving the community and media to try and prevent further damage which seemed to have some effect and work was done to ensure the greens could be in play again as soon as the weather warmed. The greens are given regular maintenance including overseeding twice a year, aerated every 3-4 weeks and major thatch removed twice a year. Fertiliser is applied twice a year and in between kept healthy with seaweed, iron and wetting agents. 30-40 tons of sand are applied each year to improve drainage and trueness and they are mowed daily during the growing season.

Bunkers are maintained through edging and weeding, topping up with sand and raking four times a week. We have reduced 30 bunkers to 25 to reduce maintenance without reducing the playability of the course. Sadly our bunkers do suffer frequently from pawprints in them. We are sure members of the public are now fully aware they should not be on the golf course as we have raised the issue with all individuals we see, but for some old habits are hard to break and we have been unable to convince them of the harm they do or the danger they are in.

Our fairways, tees and collars are mown once or twice a week and we use slitters to improve drainage. In summer 2021 we employed a contractor to scarify the fairways which was the first time this had been done in many years.

Thanks to having mechanical maintenance training, I am able to keep on top of all the machinery we use, avoiding downtime and keeping costs reasonable. I also look out for second hand options for our machinery and this year managed to swap two tees mowers at cost getting us a better quality machine for our money. We also replaced a tractor-mounted blower for an eBay bargain

We maintain most of the golf course trees ourselves, as well as deal with the irrigation system. Over the winter we moved the practice nets which were on the driveway onto a practice green which had been hard to maintain due to tree cover.

Alan Merricks, Head Greenkeeper and Park Manager

**TRUSTEES' REPORT (CONTINUED)**  
**FOR THE YEAR ENDED 31 MARCH 2022**

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**Achievements and performance (continued)**

**Inside the Shop at The Pavilion**

The year started with minimal restrictions on the golf course after an unsettled previous year. The course was still busy with new players continuing to register when booking to play for the first time. During 2021/22 we registered a total of 2896 new players. We have more than 11,000 golf customers registered.

During April we invited players to take up a new Pay Monthly Golf Pass. This was tested with six players who signed up to pay £48 a month by direct debit for unlimited golf through the month. One benefit for the holder was being able to cancel their direct debit if they wish due to holidays, illness or other commitments and re-start the payments once their available time allowed. This was offered as an alternative to the Annual Season Ticket which is payable as a one-off payment. Through the first year the number of Pay Monthly sign ups has been 19 with 8 currently active. This number is expected to rise again as the spring progresses

The Centenary of the opening of the golf course was celebrated in May with a raffle with the main prize being a 100 day unlimited golf pass. We also had a special green fee offer of £7 for 9 holes. The Golf Club hosted several competitions during the month including a Texas Scramble with players in full 1920s outfits and hickory shaft golf clubs. The Express & Star covered the story with a nice piece about the history of the Club and golf course. A free leaflet was also published about the 100-year history.

We welcomed three new members to the shop staff team. Christine Bloomer joined in April and when long-standing member of staff, Sarah Wagstaff, resigned we were joined by Nicola Clark and Luke Jones. Sarah had been a valuable member of the team while studying and we wished Sarah well in her new career. Evie Tringham returned from university for the summer to support the team covering holidays when needed.

The Golf Club hosted its annual Warley Day under the heading of the John McBride Memorial Day. Friends and business contacts of John supported the Club with sponsorship for the event and some travelled some distance to join in on the day. John is sorely missed by the Club committee and members and the day was a great dedication to him and his love of golf. James Bustin, the newly elected President of the Club, delivered a moving speech during the presentation on the day.

The golf course continued to receive many compliments and the hard work of the site team didn't go unnoticed.

Greg Lynch continued his coaching at the course with his junior academy meeting on Saturday mornings, the mixed and girls only groups continue to thrive. The beginner group sessions were a popular choice again with a skill taught and practiced each week until the final session ended with a round on the course. Groups like these continue to create lasting friendships with golf as the common interest. During the summer holidays Greg hosted a golf camp in the park, this year the sessions were payable as the funding requirements couldn't be met. Golf Camps held during all school holidays continue to be popular and the start of many juniors love of golf.

Euro football matches fortunately didn't affect the number of rounds played this year due to the timing of the matches. Edgbaston cricket ground hosted the ladies cricket tournament during the summer and we were able to accommodate the visiting team players in-between matches. We re-introduced the hire of golf clubs around this time too.

In September we began the task of sifting through the hundreds of photographs taken in the woods for the new range of gift and Christmas cards and a Warley Woods Calendar. An assortment of scenic and nature photos were selected and the owners willingly gave permission for the pictures to be used. They were all happy to be supporting the Trust with the sale of the products. The Trust merchandise was all featured on a centrespread of The LEAFlet and the Christmas cards sold out by mid-December. To boost the stock of Trust and gift items the shop also welcomes local crafters to supply goods for sale with a commission donated to the Trust from sales. Through the year £420 in commission was earned this way through these sales.



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**WARLEY WOODS COMMUNITY TRUST LIMITED**  
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**TRUSTEES' REPORT (CONTINUED)**  
**FOR THE YEAR ENDED 31 MARCH 2022**

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**Achievements and performance (continued)**

During the Black Friday weekend in November we offered an extended Season Ticket, 14 months for the price of 12 (£495). Five players took advantage of the deal.

From early December a group of volunteers started the task of sourcing materials for the wreaths to be handmade and sold from the shop in the run up to Christmas. 37 wreaths were made and sold with the addition of festive bulbs planted in pots, a great amount of skill and time from the talented group raising over £650.

The golf course suffered from very wet conditions during the winter period which was made much worse by the damage caused by a motorbike entering the golf course in the early hours. This vandalism continued through the month of January and despite the efforts of Alan and his team the damage took time to repair due to the low ground temperatures. Golfers were very understanding and showed concern and care for the course, awareness was raised in the community following posts on social media and in the press. By May the ground temperatures had risen and the damage repaired.

As plans for the 2022/23 financial year were underway a review of the green fees was carried out and a proposal of an average 3% increase was agreed by the Board. Using round data and other local course green fees we felt this kept the course affordable and would help the Trust balance the increasing costs in running the golf course.

Sharon Simpson, Retail and Golf Development Manager

**Site Subgroup**

The Site Subgroup members are staff, trustees and volunteers: Steve Cemm, Diane Douglas, Alan Merricks, Mick Guy, John Reeves, and Arthur Ward (Chair).

It supports the Trust in meeting its strategic objectives, one of which is the attainment of Green Flag status, by the active management of the Trust's physical resources. The subgroup continued to meet monthly via Zoom to discuss the management of the park, woodland and golf course areas. The group supports and plans significant projects together with other subgroups and the Trust Manager.

As in the previous year we had to make many adjustments to work schedules and volunteer sessions in order to keep everyone safe and within the law to accommodate those who were off sick or in contact with Covid. The Site group would like to express their great appreciation to all those who supported the Community Trust to care for the site over another difficult year. Thank you.

The group's responsibilities for the year were:

- 1 The Pavilion and car park
- 2 Woodland/Parkland management.
- 3 Tree nursery
- 4 Golf course management and improvement.
- 5 Park maintenance
- 6 Wild Warley and Wilderness management.
- 7 Health and Safety.
- 8 Compound management.
- 9 Play area
- 10 Volunteer tasks.

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**WARLEY WOODS COMMUNITY TRUST LIMITED**  
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**TRUSTEES' REPORT (CONTINUED)**  
**FOR THE YEAR ENDED 31 MARCH 2022**

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**Achievements and performance (continued)**

1. The Pavilion and car park: A number of tasks were completed over the course of the year including replacing the automatic gate at our main entrance and our Green Flag flagpole was replaced moving it from The Pavilion roof to the main entrance at Lightwoods Hill. Soakaway drains were installed to stop water ingress into the café which has been an intermittent problem. We are currently monitoring this issue trying to balance the expense of further remediation with the nuisance caused. Minor repairs to The Pavilion such as gutters, decorating and light replacements (with LEDs) are ongoing. Work is progressing to repair minor potholes in the car park with the aim to complete this work before autumn 2022.

2. Woodland Management: Our tree safety report was commissioned and started and stopped several times during the year because of the pandemic. The work and report were finally completed just before the end of the financial year and its recommendations will be implemented in early 2022-3. Budget had been set aside over the last two years to cushion the Trust against this expected large bill. The work will be re-inspected once completed as an additional safety check.

Two hundred small oak whips were accepted and planted out on site as part of a national rescue plan to save ¾ of a million whips from being destroyed due to a cancelled government order. We also accepted tree whips from the Woodland Trust and OVO energy again this year for the park and nursery. Nine large container grown, peat free, trees adopted by members of the public were planted on the east side of the meadow in the hanging groups.

3. The Tree Nursery: It was decided to locate the new tree nursery to a flatter area nearer the Wilderness and our site watering systems. The old nursery will be allowed to re wild pending any further considerations. During the year staff and volunteers cleared the area of vegetation and erected palisade fencing and gates to secure the area. A rainwater collection system and tanks were installed, together with leaf mould and soil bins. The area was then gravelled and bays for the whips created to support them during their early years. The costs of this project exceeded the budget because of significant increases in materials after the pandemic. We had a very positive visit from our project funder, Seven Trent Community Fund, once the nursery was completed. Volunteers transferred and moved to larger containers over 560 whips. They will now be watered and cared for by volunteers until they are ready to be planted out on site.

4 Golf Course: A new greens scarifier was purchased this year and made a big difference to greens maintenance. A golf course's reputation is predicated on its greens. We suffered significant vandalism to two greens early in the year and then again later in the winter, motor bikes being repeatedly driven over them. ITV interviewed staff and produced an article on this that helped raise awareness. On occasions dog walkers have been a nuisance on the course.

Plans were drawn up and begun to move the golf practice nets from the main entrance to the rear of the first tee. The new base and frame were installed before the end of the year. Major drainage work was undertaken on the 4th and 5th greens during the winter months.

5 Park Maintenance: During the pandemic the park and woodland were extremely popular for the local community to exercise and visitor numbers were vastly increased. This significant increase led to the considerable widening of many paths and the creation of many more informal paths across the site. Whilst we understood the need for the site to be used in this way at this time we were concerned about the level of damage this was creating and the effect on biodiversity and safety. We are optimistic the site will repair naturally as we return to normal.

A dog bin survey was undertaken by volunteers this year and a report to board produced. A rolling programme of replacements with a new style dog bin was proposed and accepted by the Board.

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**WARLEY WOODS COMMUNITY TRUST LIMITED**  
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**TRUSTEES' REPORT (CONTINUED)**  
**FOR THE YEAR ENDED 31 MARCH 2022**

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**Achievements and performance (continued)**

We have suffered damage at two locations to our perimeter fence this year due to vehicles crashes, both of which have been repaired through insurance claims against the drivers. The paths in the rose garden continue to suffer when we have heavy rain. We are considering this area and possible grants for upgrading once they are finalised.

6 Wild Warley & The Wilderness: We have made much progress in The Wilderness particularly with the new pond but also suffered a setback that wasn't predictable. Having installed our new liner we may now have to remove it because of a much lower water table causing problems. We are taking a hydrologist's advice. We have also decided to make the Wilderness a recommended "dogs on lead area". This will necessitate the installation of a gate and fence at the bottom of the steps next year. The annual cut of willow and buddleia by volunteers eventually took place after Covid delays and many of the stumps were treated to try to prevent regrowth. Some of the willow stems were woven into a wicker fence separating the pond from the boardwalk. Hedge planting also took place around the perimeter.

7 Health & Safety: Plans were put in place to ensure a Covid safe workplace for all staff. After a minor incident with a golf buggy in a "no go" area all notices and course plans for buggies were refreshed and new hirers particularly informed. Golfers not waiting before playing through caused a few problems for groundstaff and this was addressed through the shop. New concrete weights were created to secure our marquees especially at the Santa event when they cannot be pegged down.

8 Compound Management: Replacement tools for volunteers were purchased this year as well as a replacement electric motor for our electric truck. A new diesel tank was purchased and installed which should help to keep fuel costs down by buying in bulk. The compound was again the subject of vandalism and the exterior lights had to be repaired.

Funding was agreed to purchase a more modern second hand "TR3" mower with a wider cut as well as a shaft driven leaf blower. These have both proved very successful in reducing the time to complete these tasks and improving the efficiency of the team. The old machines were sold to offset the costs.

9 Play Area: The play area has remained open all year and been inspected by staff daily. Minor repairs such as fencing and creosoting were undertaken by corporate volunteers. The annual external inspection of the play area was eventually completed after Covid delays. All of the equipment was rated low risk or very low risk. There were a number of minor recommendations that were actioned by ground staff. The play area can become very muddy in the winter months and further drainage work is being considered for the 2022 winter work programme.

10. Volunteers: Have been very active on site when the law around Covid has allowed. Many individuals or families have litter picked on site over the last year without any organising. They have been a great help to the Trust and local community keeping the site beautiful for everyone. Other volunteer tasks included planting, cutting back (all over the site), creosoting litter bins, edging paths, clearing the tree nursery site and planting up whips in the tree nursery. Indeed anything to support the upkeep of the site. Volunteers have also supported the Wild Warley project helping with the pond, management of invasive plants and other conservation work.

Arthur Ward

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**TRUSTEES' REPORT (CONTINUED)**  
**FOR THE YEAR ENDED 31 MARCH 2022**

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**Achievements and performance (continued)**

**Communications Subgroup**

Members of the group: Martin Bottoms (resigned October 2021); Andrew Bull (resigned October 2021); Viv Cole; Katy Holmes; Debra Howells (joined March 2022); Sue Maguire (joined November 2021); Kate Slade; Jane Taylor; David Viney (resigned October 2021); Sarah Wagstaff (joined October 2021)

As can be seen there has been some changes in the group membership over the year. Both David and Martin have moved away from the area and we would like to thank them for their contributions to the work both of the group and their commitment to the Trust. Andrew set up and established the Trust's Twitter account and we would like to thank him for all the work involved in this and in reaching 2000 followers by the time he resigned from the group. We have been pleased to welcome Sue, Sarah and Debra to the group during the course of the year.

- One of the first tasks of the year was the promotion of the Golf Course Centenary in May 2021. This was done through social media and The LEAFlet. Working with the Golf Club we produced a special leaflet about the history of the course which was made available free to anyone who was interested (and is still available). The Club also had a programme of special golf events which resulted in articles in the local press.
- The group reviewed and revised the general leaflet about volunteering for the Trust and this was produced during the year. It is one of the leaflets that are available to the public and is given to new members when they join the Trust.
- Viv was able to secure funding from Unum for the production of the Warley Woods board game "A Walk in the Woods" and this was produced in time for the Christmas sales. We have also been able to have a large scale copy produced which can be used at outdoor events. The value of the game is to inform people about the history, ecology etc of the site and to raise awareness of the Trust and its activities. An important communication tool. Within the budget it was agreed that some copies should be given to local community groups and this process has started.
- The new signs on the golf course, which had been planned the previous year, were erected. There have been no particular comments about them so we are not sure whether that means they are doing their job or nobody has noticed them!
- A second visitor number survey was undertaken in October. This was a repeat of one done two years previously and we wanted to see if there had been an increase in numbers since the pandemic. The volunteers who had undertaken the count the first time were joined by some additional helpers and the results were then analysed for us by CFP. The results showed a 15% increase in numbers from 2019 with changes showing a larger percentage of younger children than previously. The results and the report, which are available to anyone who would like to see them, were looked at at the Trustees' planning day in February when considering the priorities for the coming year.
- The group has worked with the Environment group to produce posters encouraging visitors to take home their recyclable rubbish. This is an ongoing project.
- Following the presentation by Chris Shortis at the AGM in October the idea of taking regular photos of particular places on the site to provide an historical record was discussed and it is hoped that this project might start in the coming year. Some work has already been done looking at possible sites for the photos but more needs to be done and volunteers recruited.
- Central ITV news did a feature about the Woods. Publicity like this always brings a spate of activity on social media and lots of positive comments about the park and the Trust.
- The Board made a decision at the planning day to continue to have The LEAFlet printed rather than photocopied in the future. They felt that the improved quality and ability to use photos more effectively were worth the extra costs. We are asked from time to time why we still produce a paper copy rather than just an email. Members can choose to have the LEAFlet emailed to them, and some do, but overall we still think that a paper copy is seen by more people in the household and is looked at more than an email sent to one member at the address. Also there are some of our members who do not have access to the internet. Against this we consider the environmental cost of producing a paper copy – an issue

**TRUSTEES' REPORT (CONTINUED)**  
**FOR THE YEAR ENDED 31 MARCH 2022**

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**Achievements and performance (continued)**

- currently high on the Trust's agenda – and these debates will continue over time and may change our actions in the future.
- We are pleased that Sarah Wagstaff has offered to take on the management of the Trust's Twitter account from Andrew and also to build up the Instagram account as well. This is an area of interest for Sarah and we are glad to have her helping in this way.
  - The group has been looking at the production of 'Welcome' posters on the noticeboards in a variety of languages. These will hopefully be produced and on the boards shortly. It has led to discussions about how we communicate with people for whom English is not their first language and will be part of ongoing discussions to ensure our communications are as accessible as possible to as many people as possible, within the time and resource constraints of the Trust.

Kate Slade

**Resources Subgroup**

Members: David Read (Chair), Steve Eling, Andrew Williams (until October 2022), Mike Talbot, Viv Cole. Resources is a subgroup which meets as and when to discuss organisational and financial matters. It met four times during the financial year 2021/2022.

We keep a keen eye on our revenue accounts, reporting back and advising Board so that all Trustees are fully aware of the situation on a month by month basis.

Our Reserves Policy was re-visited and the particular risks associated with Covid and the management of the risks inherent therein were discussed. It was agreed to ask the Board to authorise a specific reserve (from reserves) of £100K to cover any associated risks from Covid. Once we feel that this risk affecting our accounts has passed this would become a specific reserve for capital investment. This would also help with future grant requests as this could be shown to be cash that is held for a specific purpose rather than cash available for general expenses.

Two areas of staffing issues were worked through and passed to the Board for agreement to the resolutions proposed.

A specific provision was requested from the Board to enable external help with formulating planning for the new building project.

The safeguards in place for the prevention of fraud were reviewed and found to be adequate with both the Trust Manager and the Treasurer having access to invoices and credit card statements to ensure that items were for Trust use.

A revised contract for the café was discussed, finalised and offered to the contractor

The group makes all the preparations for the annual Planning Day. This year it was held on Zoom again, as Covid numbers were rising. The Board was still able to consider a full agenda of issues to review the past year and plan for activities and finances ahead. Draft budgets were considered and amended to pass to Board for discussion on Planning Day and then for approval after any final amendments at the March Board meeting.

All in all a very busy year for the Subgroup doing essential work and ensuring that finance was kept under review at all times – not the most exciting work at the Trust but very essential!

David J Read

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**WARLEY WOODS COMMUNITY TRUST LIMITED**  
**(A company limited by guarantee)**

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**TRUSTEES' REPORT (CONTINUED)**  
**FOR THE YEAR ENDED 31 MARCH 2022**

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**Achievements and performance (continued)**

**Communities Sub Group**

Communities Subgroup Members: Kate Slade, Liz Coleman (Chair), Barbara Platts, Kathy Hodgkinson, Sukhi Ajula, Chris Ashford, Charlotte Trinhnam, Pat Marsh, Paula Trinhnam, Lynda Wagstaff

The key focuses of the group are

1. Planning and Organising Events including vetting external requests
2. Schools Liaison
3. Community Engagement

1. Events in 2020-2021 had been severely impacted by the Covid pandemic. 2021-2022 saw some of the restrictions eased and Warley Woods Community Trust were pleased to be able to offer a range of virtual and in-person events in Warley Woods once again. We also welcomed Sukhi Ajula and Lynda Wagstaff to the Communities Subgroup.

Instead of an Easter Egg Roll, we offered a self-guided Family Easter Trail, promoted via schools and websites. The first in-person event was a small-scale Dawn Chorus Walk led by Doug 'Wild Warley' Barber. Volunteers organised the popular outdoor Plant Sale in May which brought the community together, as well as raising funds for The Trust. We were delighted to welcome Heartbreak Theatre Company back in the summer for the ever-popular open-air theatre production. Local Historian, the wonderful Mary Bodfish, gave a fascinating online History Talk about Warley Woods and the people involved in making it The People's Park.

The Communities Subgroup, Trust staff and volunteers worked hard to put on the Halloween Spooky Trail and the Santa Events. Halloween was fully booked and enjoyed by many families. We were pleased to have the support of several new volunteers including Bristnall Hall Police Cadets. Sandwell Lions continue to be invaluable supporters at Halloween and always look fantastic in their costumes. Santa was back in the Woods on 5th December and proved so popular that bookings were sold out within 48 hours.

The first event of 2022 was the January Bird Walk. This also proved to be very popular and again, we had the support of two new young volunteers. It has been good to be able to meet back in person in 2022 and plan for the return of a regular events programme. We look forward to planning and delivering more events for the community throughout the remainder of the year.

2. Schools Liaison - Ongoing liaison has continued with local schools many of which the Trust has close relationships with. Members of the Communities Subgroup have communicated with different local schools about events, information and opportunities to be involved in, competitions, Wild Warley information and volunteering. Many local schools have visited Warley Woods in the last year for a range of activities.

3. Community Engagement: Wild Warley Project Manager, Doug Barber, has continued to deliver training in wildlife surveying, tree ID and runs regular group practical habitat management sessions. The Communities Subgroup has worked closely with him to provide support and promote further community engagement.

During summer 2021, we were proud to be one of the key partners in an exciting new community arts project 'Woodland Tales' which featured collaborative workshops with Brandhall School, local families and community venues. The Trust secured funding from Sandwell Council Town Grants and Arts Council England for this innovative pilot project. Woodland Tales concluded with a story-telling event and parade through Warley Woods. The whole project received very positive responses and will give us confidence to plan future collaborations in the future.

Warley Woods were also a partner in Growing Up Green festival in September 2021, hosting events for families promoting engagement with nature. Warley Woods continues to benefit from working with other groups in the community including Wild Lives Forest School, Warley Woods Pacers and Sandwell Stride.

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**WARLEY WOODS COMMUNITY TRUST LIMITED**  
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**TRUSTEES' REPORT (CONTINUED)**  
**FOR THE YEAR ENDED 31 MARCH 2022**

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**Achievements and performance (continued)**

A repeat of the Visitor Survey (observation) was carried out in October 2021 and analysis of data collected, indicates an increase in diversity in age and ethnicity of the visitors to Warley Woods since the last survey was carried out. The Communities Subgroup considered the results of the Visitor Survey and continue to explore ways of encouraging new engagement from the diverse communities in the surrounding area. Connections have been made with other local interest groups.

Liz Coleman

**Environmental Policy And Management Group**

Members: Liz Coleman (Chair), Lise Burrows, Alan Reynolds, Kate Slade, Lynda Wagstaff, Vanessa Whittaker

The Environmental Task Group was formed in 2020 to carry out an overview of the Trust's Environmental policies and procedures following the guidance in the Green Flag Handbook. As a result of this the Environmental Policy and Management Group has become a subgroup of Warley Woods Community Trust, contributing to the Trust's Five Year Plan. The Environment Subgroup meets monthly to consider the environmental of impact of projects, reducing energy and chemical use and promoting good management of waste. In 2021-2022 the group began working with Golf Development and Retail Manager, Sharon Simpson to review the products sold in the Shop at The Pavilion, looking at the sustainability of materials and seeking to reduce single-use plastic. Sharon and the shop staff have increased the offer of locally produced and sustainably sourced products including wooden golf tees, reusable coffee cups and wooden toys. We have had some positive responses and will continue to work with Sharon to monitor and review progress.

Management of Warley Woods for biodiversity and climate change benefits has also been part of the group's discussion and planning. Doug Barber, Wild Warley Project Manager has attended some meetings and explained the work he and the Wild Warley Conservation Volunteers are carrying out to maintain and improve the biodiversity of Warley Woods. This includes work near the main drive to cut back invasive Cherry Laurel and allow more light for native wildflowers and plants such as Bluebells and Wild Garlic. Areas have also been identified for meadow creation; this grass will not be cut and native flower seed will be sown at the right time of year. It is important for the Trust to have up-to-date information on the flora and fauna of Warley Woods. Doug has trained volunteers to survey birds, butterflies and moths and he has analysed the data. This information will help the Trust better plan and manage the park for nature. The Environment Subgroup continues to work with other subgroups and staff teams to oversee progress on environmental issues. Environment Champions have been identified for each subgroup.

Liz Coleman

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**WARLEY WOODS COMMUNITY TRUST LIMITED**  
**(A company limited by guarantee)**

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**TRUSTEES' REPORT (CONTINUED)**  
**FOR THE YEAR ENDED 31 MARCH 2022**

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**Financial review**

• **Reserves policy**

The management committee has undertaken an analysis of future needs, opportunities and contingencies or risks, which could not be met out of income when and if they arise. It has also taken account of forecasts for income levels in future years, on the basis of planned activity and the reliability of various income streams, and made forecasts of future expenditure. Accordingly the management committee has developed a policy on reserves for the following reasons:-

- To respond to changes or loss of generated income or grants.
- To invest in advance in potential new areas of work such as training or other new sources of income.
- To enable the community trust to honour its contractual obligations to staff, contractors, suppliers and funders.

The Trustees have considered the level of reserves that it needs in order to ensure the long term sustainability of the organisation and the work that it delivers. The Trustees are aware of the large liability of a site open for public use 24 hours a day and the potential expense which might arise through vandalism. It also has many aspirations for future investment. The charity's current reserves are considered adequate for the sustainability and operation of the organisation, but the Trust would like to increase these to provide a stronger financial buffer for the organisation. Each year the Trust plans a budget to ensure reserves are not needed for general expenditure and with the hope that with prudent financial management reserve levels can be increased slightly. Reserves are only drawn upon to meet an emergency, unforeseen need which goes beyond any contingency in the budget, or to make an investment in equipment or facilities for which grant funding could not be secured.

Historically the Trust has not had significant surpluses on a year by year basis (when excluding any grants received in advance of expenditure) but when the pandemic began the Trustees restricted expenditure to all but essential expenditure due to the uncertainties. At the same time the Government grant initiatives and those of some of the grant funders to support charities during those uncertainties has meant that reserves are higher than usual.

The Trustees have considered this and some of the unrestricted cash reserves are now being held in designated funds, beyond the levels needed to ensure the general financial viability of the organisation. One fund is have been allocated to support the long term aspiration of the Trust to replace its aging building and to allow for development work to take those plans forwards. This will be added to and drawn from within a two year timescale. A second fund has been created to allow for the uninsurable risks of property within the site which could be damaged by third parties/natural disasters and allow for timely replacement without the need for delays through needing to specifically fundraise. This fund also includes savings towards replacing the fleet of vehicles (mowers, utility vehicles and specialist golf and woodland management equipment) which need replacing on 4-6 yearly basis. A third fund has been created to hold any funds left as legacies to the Trust to ensure they are used, as mentioned by the Trust in its legacy promotions materials, towards improvement works on site and kept separately from general expenditure. It is the Trust's intention to use these as match funding, whenever possible, for grant funding bids, to maximise the gifts that have been given. The Trustees feel that the use of these three designated funds is the right course of action for a small charity with potential heavy liabilities and a mission to be custodians of Warley Woods for the long term.

The current fund stands at £425,431 (2021: £381,032) of which £41,472 (2021: £86,957) is restricted, £158,000 (2021: £nil) is designated and £267,431 (2021: £294,075) is general unrestricted funds.



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**WARLEY WOODS COMMUNITY TRUST LIMITED**  
**(A company limited by guarantee)**

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**TRUSTEES' REPORT (CONTINUED)**  
**FOR THE YEAR ENDED 31 MARCH 2022**

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**Structure, governance and management**

• **Constitution**

Warley Woods Community Trust Limited is registered as a charitable company limited by guarantee and was set up by a Memorandum of Association.

• **Methods of appointment or election of Trustees**

The charity was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association. Under those rules, the Board has a membership of between 10 and 15. Members are appointed for a three year term and can restand again at the end of this term. Up to 4 members can be co-opted.

Trustees are asked to submit a resumé of their interests and abilities in support of their election, and on appointment are supported through induction to help them become fully effective. Trustees are encouraged to attend seminars and training events to update their skills and knowledge.

All Trustees participate in monthly business meetings, and an annual planning and team building day, to agree the strategy and priorities for the forthcoming year. Trustees also take part in sub-groups described elsewhere in this report, and from time to time the board will hold additional meetings for planning and training

• **Organisational structure and decision-making policies**

The role of the Board is to give direction and guidance to paid staff and volunteers and to take strategic and resource decisions to ensure the Trust is effective.

The Board takes responsibility for all strategic management issues and operates through sub-groups who carry out the implementation of strategy and report back to the Board on progress and make recommendations to inform future decisions.

For specific projects, including the Picnic in The Park, working or task groups are convened to manage and monitor the progress of the specified project. At least one member of the Board is involved in these groups and reports regularly to the full Board.

Some Board Members take on particular roles which can give a level of responsibility outside of the subgroup structure. These are the Chair, Vice Chair, Treasurer, Company Secretary, Health and Safety Manager. One Trustee is nominated by the Chair as the line manager for the Trust Manager.

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**WARLEY WOODS COMMUNITY TRUST LIMITED**  
**(A company limited by guarantee)**

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**TRUSTEES' REPORT (CONTINUED)**  
**FOR THE YEAR ENDED 31 MARCH 2022**

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**Plans for future periods**

We aim to continue our work taking care of Warley Woods and maintaining it to a high standard.

We will make improvements to the golf course, with new drainage on three greens and improvement to bunkers. We will improve our compound and storage capacity. Our renewal of dog waste bins will begin using the newly chosen style. We look forward to our annual tree planting of both Celebratory Trees and take advantage of any reputable donations of free trees. We plan to replace our tees mower

We look forward to a full programme of events in 2022-23 and a year of working with partners, other local organisations and businesses who make requests to use the site to keep extending the range of offerings and activities available in the park/woodland. We will continue to support corporate volunteer groups and continue our thinking and work on ensuring what we offer appeals to every cultural and ethnic group who visit, or who could visit the site.

We will complete the lottery funded Wild Warley project and then extending its legacy into new project work and fundraise to be able to deliver future biodiversity improvements and engagement work.

We are looking to develop a time lapse photography project which would form both a site management tool but also be an important community engagement opportunity with a different volunteering opportunity.

We will rework and reprint the Warley Woods general promotion leaflet. We will continue our marketing of the golf course in general and include more on the monthly direct debit offer which has moved from a pilot to be a permanent offering. We will renew our volunteer recruitment materials and approach and continue membership promotion, specific fundraising appeals and low-key promotion of regular giving to the charity through direct debit.

We will be planning for the long term future including work on the former rose garden/winter garden to increase the quality of the space and we will make a step change forward on our building replacement project by engaging professional help to take us towards formal planning and fundraising stages.

Achieving Green Flag Award remains key to all of our aims as it demonstrates not just our commitment to and delivery of a high standard of site maintenance, but because of its equally important criteria of engaging the community, strong marketing and environmental and historical custodianship.

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**WARLEY WOODS COMMUNITY TRUST LIMITED**  
(A company limited by guarantee)

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**TRUSTEES' REPORT (CONTINUED)**  
**FOR THE YEAR ENDED 31 MARCH 2022**

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**Statement of Trustees' responsibilities**

The Trustees (who are also the directors of the charity for the purposes of company law) are responsible for preparing the Trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Trustees to prepare financial statements for each financial year. Under company law, the Trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charity and of its incoming resources and application of resources, including its income and expenditure, for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles of the Charities SORP (FRS 102);
- make judgments and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards (FRS 102) have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charity's transactions and disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by order of the members of the board of Trustees and signed on their behalf by:

**Steven Eling**  
Chair  
Date:

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**WARLEY WOODS COMMUNITY TRUST LIMITED**  
(A company limited by guarantee)

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**INDEPENDENT EXAMINER'S REPORT  
FOR THE YEAR ENDED 31 MARCH 2022**

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**Independent examiner's report to the Trustees of Warley Woods Community Trust Limited ('the charity')**

I report to the charity Trustees on my examination of the accounts of the charity for the year ended 31 March 2022.

**Responsibilities and basis of report**

As the Trustees of the charity (and its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the charity are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the charity's accounts carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

**Independent examiner's statement**

Since the charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of The Institute of Chartered Accountants in England and Wales, which is one of the listed bodies.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the charity as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

This report is made solely to the charity's Trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. My work has been undertaken so that I might state to the charity's Trustees those matters I am required to state to them in an Independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity's Trustees as a body, for my work or for this report.

Signed:

Helen Blundell

**MHA MacIntyre Hudson**

Chartered Accountants

Rutland House

148 Edmund Street

Birmingham

B3 2FD

Dated:

LLB FCA FCIE DChA

**WARLEY WOODS COMMUNITY TRUST LIMITED**  
**(A company limited by guarantee)**

**STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING INCOME AND EXPENDITURE ACCOUNT)**  
**FOR THE YEAR ENDED 31 MARCH 2022**

	Note	Unrestricted funds 2022 £	Restricted funds 2022 £	Total funds 2022 £	Total funds 2021 £
<b>Income from:</b>					
Donations and legacies	3	195,602	16,840	212,442	314,648
Charitable activities	4	214,455	-	214,455	148,703
Other trading activities		42,632	-	42,632	20,194
Investments		1,174	-	1,174	882
<b>Total income</b>		<b>453,863</b>	<b>16,840</b>	<b>470,703</b>	<b>484,427</b>
<b>Expenditure on:</b>					
Raising funds		15,334	791	16,125	6,125
Charitable activities	5	307,533	61,174	368,707	323,415
<b>Total expenditure</b>		<b>322,867</b>	<b>61,965</b>	<b>384,832</b>	<b>329,540</b>
<b>Net movement in funds</b>		<b>130,996</b>	<b>(45,125)</b>	<b>85,871</b>	<b>154,887</b>
<b>Reconciliation of funds:</b>					
Total funds brought forward		294,435	86,597	381,032	226,145
Net movement in funds		130,996	(45,125)	85,871	154,887
<b>Total funds carried forward</b>		<b>425,431</b>	<b>41,472</b>	<b>466,903</b>	<b>381,032</b>

The Statement of financial activities includes all gains and losses recognised in the year.

The notes on pages 21 to 34 form part of these financial statements.

**WARLEY WOODS COMMUNITY TRUST LIMITED**  
**(A company limited by guarantee)**  
**REGISTERED NUMBER: 04214547**

**BALANCE SHEET**  
**AS AT 31 MARCH 2022**

	Note	2022 £	2021 £
<b>Fixed assets</b>			
Tangible assets	9	37,842	28,513
<b>Current assets</b>			
Stocks	10	7,749	7,534
Debtors	11	61,101	113,802
Cash at bank and in hand		393,497	252,830
		<u>462,347</u>	<u>374,166</u>
Creditors: amounts falling due within one year	12	(33,286)	(21,647)
<b>Net current assets</b>		<u>429,061</u>	<u>352,519</u>
<b>Total assets less current liabilities</b>		<u><u>466,903</u></u>	<u><u>381,032</u></u>
<b>Charity funds</b>			
Restricted funds	13	41,472	86,597
Unrestricted funds	13	425,431	294,435
<b>Total funds</b>		<u><u>466,903</u></u>	<u><u>381,032</u></u>

The charity was entitled to exemption from audit under section 477 of the Companies Act 2006.

The members have not required the company to obtain an audit for the year in question in accordance with section 476 of Companies Act 2006.

The Trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and preparation of financial statements.

The financial statements have been prepared in accordance with the provisions applicable to entities subject to the small companies regime.

The financial statements were approved and authorised for issue by the Trustees and signed on their behalf by:

**Steven Eling**  
Chair  
Date:

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**WARLEY WOODS COMMUNITY TRUST LIMITED**  
(A company limited by guarantee)

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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2022**

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**1. General information**

Warley Woods Community Trust Limited is a charitable company limited by guarantee in England and Wales. The address of the registered office is given in the charity information on page 1 of these financial statements. The nature of the Charity's operations is to restore and sustain Warley Woods Park and develop its facilities and events for the use of the local community in the interests of social welfare and to promote education.

**2. Accounting policies**

**2.1 Basis of preparation of financial statements**

The financial statements have been prepared in accordance with the Charities SORP (FRS 102) - Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

The financial statements are presented in British pound sterling and rounded to the nearest £.

Warley Woods Community Trust Limited meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

**2.2 Income**

All income is recognised once the charity has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

The recognition of income from legacies is dependent on establishing entitlement, the probability of receipt and the ability to estimate with sufficient accuracy the amount receivable. Evidence of entitlement to a legacy exists when the charity has sufficient evidence that a gift has been left to them (through knowledge of the existence of a valid will and the death of the benefactor) and the executor is satisfied that the property in question will not be required to satisfy claims in the estate. Receipt of a legacy must be recognised when it is probable that it will be received and the fair value of the amount receivable, which will generally be the expected cash amount to be distributed to the charity, can be reliably measured.

Grants are included in the Statement of financial activities on a receivable basis. The balance of income received for specific purposes but not expended during the period is shown in the relevant funds on the Balance sheet. Where income is received in advance of entitlement of receipt, its recognition is deferred and included in creditors as deferred income. Where entitlement occurs before income is received, the income is accrued.

Gifts in kind donated for distribution are included at valuation and recognised as income when they are distributed to the projects. Gifts donated for resale are included as income when they are sold. Donated facilities are included at the value to the charity where this can be quantified and a third party is bearing the cost. No amounts are included in the financial statements for services donated by volunteers.

Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

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**WARLEY WOODS COMMUNITY TRUST LIMITED**  
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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2022**

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**2. Accounting policies (continued)**

**2.3 Expenditure**

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably.

All expenditure is accounted for on an accrual basis. All expenses including support costs and governance costs are allocated to the applicable expenditure headings.

Expenditure on charitable activities is incurred on directly undertaking the activities which further the charity's objectives, as well as any associated support costs.

All expenditure is inclusive of irrecoverable VAT.

**2.4 Interest receivable**

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the institution with whom the funds are deposited.

**2.5 Tangible fixed assets and depreciation**

Tangible fixed assets costing £1,000 or more are capitalised and recognised when future economic benefits are probable and the cost or value of the asset can be measured reliably.

Tangible fixed assets are initially recognised at cost. After recognition, under the cost model, tangible fixed assets are measured at cost less accumulated depreciation and any accumulated impairment losses. All costs incurred to bring a tangible fixed asset into its intended working condition should be included in the measurement of cost.

Depreciation is charged so as to allocate the cost of tangible fixed assets less their residual value over their estimated useful lives, .

Depreciation is provided on the following basis:

Plant and machinery	-	25% Reducing balance
Fixtures and fittings	-	33% Straight line
Other fixed assets	-	10% Straight line

**2.6 Stocks**

Stocks are valued at the lower of cost and net realisable value after making due allowance for obsolete and slow-moving stocks. Cost includes all direct costs.

**2.7 Debtors**

Trade and other debtors are recognised at the settlement amount after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.



**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2022**

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**2. Accounting policies (continued)**

**2.8 Cash at bank and in hand**

Cash at bank and in hand includes cash and short-term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

**2.9 Liabilities and provisions**

Liabilities are recognised when there is an obligation at the Balance sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably.

Liabilities are recognised at the amount that the charity anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide.

Provisions are measured at the best estimate of the amounts required to settle the obligation.

**2.10 Financial instruments**

The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

**2.11 Pensions**

The charity operates a defined contribution pension scheme and the pension charge represents the amounts payable by the charity to the fund in respect of the year.

**2.12 Fund accounting**

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the Trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

**WARLEY WOODS COMMUNITY TRUST LIMITED**  
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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2022**

**3. Income from donations and legacies**

	<b>Unrestricted funds 2022 £</b>	<b>Restricted funds 2022 £</b>	<b>Total funds 2022 £</b>
<b>Grants</b>			
Sandwell MBC	72,488	-	<b>72,488</b>
Other	11,316	16,840	<b>28,156</b>
<b>COVID-19 Grants</b>			
Business Grant	597	-	<b>597</b>
	<hr/> 84,401	<hr/> 16,840	<hr/> <b>101,241</b>
Donations	87,201	-	<b>87,201</b>
Legacies	24,000	-	<b>24,000</b>
	<hr/> 195,602	<hr/> 16,840	<hr/> <b>212,442</b>
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>
	<i>Unrestricted funds 2021 £</i>	<i>Restricted funds 2021 £</i>	<i>Total funds 2021 £</i>
<b>Grants</b>			
Sandwell MBC	72,488	-	72,488
Other	16,900	16,007	32,907
<b>COVID-19 Grants</b>			
Job Retention Scheme	33,264	-	33,264
Business Grant	25,000	-	25,000
Closure Compensation	15,500	-	15,500
National Lottery Heritage Fund	24,300	-	24,300
	<hr/> 187,452	<hr/> 16,007	<hr/> 203,459
Donations	111,189	-	111,189
	<hr/> 298,641	<hr/> 16,007	<hr/> 314,648
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

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**4. Income from charitable activities**

	<b>Unrestricted funds 2022 £</b>	<b>Total funds 2022 £</b>
Golf and green fee income	214,455	<b>214,455</b>

	<i>Unrestricted funds 2021 £</i>	<i>Total funds 2021 £</i>
Golf and green fee income	148,703	148,703

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**5. Analysis of expenditure on charitable activities**

**Summary by fund type**

	<b>Unrestricted funds 2022 £</b>	<b>Restricted funds 2022 £</b>	<b>Total funds 2022 £</b>
Charitable Activities	307,533	61,174	<b>368,707</b>

	<i>Unrestricted funds 2021 £</i>	<i>Restricted funds 2021 £</i>	<i>Total funds 2021 £</i>
Charitable activities	297,550	25,865	323,415

**6. Analysis of expenditure by activities**

	<b>Activities undertaken directly 2022 £</b>	<b>Support costs 2022 £</b>	<b>Total funds 2022 £</b>
Charitable Activities	318,872	49,835	<b>368,707</b>

	<i>Activities undertaken directly 2021 £</i>	<i>Support costs 2021 £</i>	<i>Total funds 2021 £</i>
Charitable Activities	279,408	44,006	323,414

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**6. Analysis of expenditure by activities (continued)**

**Analysis of direct costs**

	<b>Total funds 2022 £</b>	<b>Total funds 2021 £</b>
Staff costs	<b>215,979</b>	203,799
Property and accommodation	<b>6,712</b>	5,486
Shop stock	<b>3,695</b>	2,626
Site maintenance and upkeep	<b>59,527</b>	55,126
Other projects	<b>31,291</b>	11,871
Direct support costs	<b>1,668</b>	500
	<b>318,872</b>	279,408

**Analysis of support costs**

	<b>Total funds 2022 £</b>	<b>Total funds 2021 £</b>
Depreciation	<b>8,768</b>	8,321
Recruitment and training	<b>423</b>	325
Insurance	<b>6,930</b>	4,686
Finance	<b>6,824</b>	7,089
Office costs	<b>21,362</b>	20,764
Independent examination	<b>4,056</b>	2,821
Volunteer expenses	<b>1,472</b>	-
	<b>49,835</b>	44,006

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**7. Staff costs**

	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
Wages and salaries	<b>197,946</b>	186,179
Social security costs	<b>9,764</b>	9,333
Contribution to defined contribution pension schemes	<b>8,269</b>	8,287
	<b>215,979</b>	203,799

The average number of persons employed by the charity during the year was as follows:

<b>2022</b>	<b>2021</b>
<b>No.</b>	<b>No.</b>
<b>15</b>	13

No employee received remuneration amounting to more than £60,000 in either year.

The aggregate cost to the charity of Key management personnel in the year (being inclusive of employer national insurance and employer pension) was £108,877 (2021: £101,686). Key management personnel are considered to be the trust, retail and golf and park management.

**8. Trustees' remuneration and expenses**

During the year, no Trustees received any remuneration or other benefits (2021 - £NIL).

During the year ended 31 March 2022, no Trustee expenses have been incurred (2021 - £NIL).

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**9. Tangible fixed assets**

	Plant and machinery £	Fixtures and fittings £	Other fixed assets £	Total £
<b>Cost or valuation</b>				
At 1 April 2021	166,462	33,895	84,350	284,707
Additions	11,961	-	7,093	19,054
Disposals	(17,000)	-	-	(17,000)
At 31 March 2022	161,423	33,895	91,443	286,761
<b>Depreciation</b>				
At 1 April 2021	149,198	33,895	73,101	256,194
Charge for the year	6,455	-	2,313	8,768
On disposals	(16,043)	-	-	(16,043)
At 31 March 2022	139,610	33,895	75,414	248,919
<b>Net book value</b>				
At 31 March 2022	21,813	-	16,029	37,842
At 31 March 2021	17,264	-	11,249	28,513

**10. Stocks**

	2022 £	2021 £
Finished goods and goods for resale	7,749	7,534

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**11. Debtors**

	<b>2022</b> £	<b>2021</b> £
<b>Due within one year</b>		
Other debtors	<b>17,481</b>	28,333
Prepayments and accrued income	<b>43,620</b>	85,469
	<b>61,101</b>	113,802

Included within accrued income are grants awarded but not yet received from the Heritage Lottery totalling £9,760 (2021: £63,800) in relation to the Wild Warley Project.

**12. Creditors: Amounts falling due within one year**

	<b>2022</b> £	<b>2021</b> £
Trade creditors	<b>13,552</b>	7,539
Other taxation and social security	<b>7,425</b>	3,354
Other creditors	<b>8,058</b>	7,505
Accruals and deferred income	<b>4,251</b>	3,249
	<b>33,286</b>	21,647



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**13. Statement of funds**

**Statement of funds - current year**

	Balance at 1 April 2021 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 March 2022 £
<b>Unrestricted funds</b>					
<b>Designated funds</b>					
New building development	-	-	-	35,000	35,000
Uninsured risks / capital equipment replacement	-	-	-	100,000	100,000
Park development	-	-	-	23,000	23,000
	<u>-</u>	<u>-</u>	<u>-</u>	<u>158,000</u>	<u>158,000</u>
<b>General funds</b>					
General Funds	<u>294,435</u>	<u>453,863</u>	<u>(322,867)</u>	<u>(158,000)</u>	<u>267,431</u>
<b>Total Unrestricted funds</b>	<u>294,435</u>	<u>453,863</u>	<u>(322,867)</u>	<u>-</u>	<u>425,431</u>
<b>Restricted funds</b>					
Golf	90	-	-	-	90
Community projects	6,133	16,840	(22,403)	-	570
Park improvements	8,739	-	(8,739)	-	-
Wild Warley	71,635	-	(30,823)	-	40,812
	<u>86,597</u>	<u>16,840</u>	<u>(61,965)</u>	<u>-</u>	<u>41,472</u>
<b>Total of funds</b>	<u>381,032</u>	<u>470,703</u>	<u>(384,832)</u>	<u>-</u>	<u>466,903</u>

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**13. Statement of funds (continued)**

Designated funds have the following purposes:

**NEW BUILDING DEVELOPMENT**

There is a long term aspiration to replace the current aging building. This fund, which is expected to be drawn on over the next two years, is to allow for development work to be undertaken to take those plans forward.

**UNINSURED RISKS / CAPITAL EQUIPMENT REPLACEMENT**

This fund is to ensure that uninsured risks of damage to the site caused by third parties or natural disasters can be rectified on a timely basis. It also includes funds towards the replacement of major plant and equipment which generally has to be replaced every 4-6 years.

**PARK DEVELOPMENT**

This fund is to hold legacies left to the Trust to be used towards improvement works on site. The funds will be used, whenever possible, as match funding for grant bids in order to maximise the gifts given.

Due to the high volume of restricted grants, some have been pooled together under the headings of Park Improvements, Community Projects and Golf. Where grants have been pooled the use of the individual restricted grants have been included below.

**GOLF**

Sandwell Council - Delivery of a golf camp

**PARK IMPROVEMENTS**

Edward Cadbury Charitable Trust / Severn Trent Community Fund - Funds towards the nursery project

Rowlands Trust - Funds for the purchase of a truck

John Feeney Trust - Funds for the purchase of equipment

Lady Tangye Trust - Funds for the purchase of whacker plate

**COMMUNITY PROJECTS**

Town team grant/ Creative Black Country - Funds towards an arts project.

SVCO - Funds towards an 'Outdoor Room' project

Arts Council / Unum - Funds towards an outdoor game

**WILD WARLEY**

Heritage lottery - Funds for the Wild Warley project to be spent across 2019/20 and 2020/21 originally although with an agreed extension due to covid

Ibstock Enover - Funds for the installation of a water area in the Wild Warley project

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**13. Statement of funds (continued)**

**Statement of funds - prior year**

	<i>Balance at 1 April 2020 £</i>	<i>Income £</i>	<i>Expenditure £</i>	<i>Transfers in/out £</i>	<i>Balance at 31 March 2021 £</i>
<b>Unrestricted funds</b>					
General Funds	125,910	468,420	(303,675)	3,780	294,435
<b>Restricted funds</b>					
Golf	-	3,330	(3,240)	-	90
Community projects	1,999	5,500	(1,366)	-	6,133
Park improvements	5,850	7,177	(508)	(3,780)	8,739
Wild Warley	92,386	-	(20,751)	-	71,635
	100,235	16,007	(25,865)	(3,780)	86,597
<b>Total of funds</b>	226,145	484,427	(329,540)	-	381,032

**14. Analysis of net assets between funds**

**Analysis of net assets between funds - current year**

	<b>Unrestricted funds 2022 £</b>	<b>Restricted funds 2022 £</b>	<b>Total funds 2022 £</b>
Tangible fixed assets	37,842	-	37,842
Current assets	420,875	41,472	462,347
Creditors due within one year	(33,286)	-	(33,286)
<b>Total</b>	425,431	41,472	466,903

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**14. Analysis of net assets between funds (continued)**

**Analysis of net assets between funds - prior year**

	<i>Unrestricted funds 2021 £</i>	<i>Restricted funds 2021 £</i>	<i>Total funds 2021 £</i>
Tangible fixed assets	28,513	-	28,513
Current assets	287,569	86,597	374,166
Creditors due within one year	(21,647)	-	(21,647)
<b>Total</b>	<b>294,435</b>	<b>86,597</b>	<b>381,032</b>

**15. Pension commitments**

The company operates a defined contributions workplace pension scheme through The People's Pension. The assets of the scheme are held separately from those of the company in an independently administered fund. The pension cost charge represents contributions payable by the company to the fund and amounted to £7,542 (2021: £8,287). Contributions totalling £957 (2021: £883) were payable to the fund at the balance sheet date and are included in creditors.

**16. Related party transactions**

In the period there were no related party transactions (2021: £ Nil).